

Non-Certified Staff Job Application Form

Benson Public Schools ISD #777

1400 Montana Avenue, Benson, MN 56215

Phone: 320-843-2710 Fax: 320-843-2262 E-mail: suptoffice@benson.k12.mn.us

(Revised 04/18)

Name						Date			
Address									
City				State			Zip		
E-mail Address							Are you 18 or older?		

Employment Desired

What position are you applying for: <i>(please check)</i>							
Bus Driver	<input type="checkbox"/>	Laundress	<input type="checkbox"/>	Paraprofessional	<input type="checkbox"/>	Special Ed Van Driver	<input type="checkbox"/>
Custodial	<input type="checkbox"/>	Lawn Care	<input type="checkbox"/>	Payroll Clerk	<input type="checkbox"/>	Special Ed Van Aide	<input type="checkbox"/>
Finance Clerk	<input type="checkbox"/>	Maintenance	<input type="checkbox"/>	Secretary	<input type="checkbox"/>	Substitute	<input type="checkbox"/>
Instructional Asst.	<input type="checkbox"/>	Maintenance Asst.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Food Service: <i>(Must be able to lift up to 60 lbs. for any of these positions)</i>							
Director	<input type="checkbox"/>	Head Cook	<input type="checkbox"/>	Asst. Head Cook	<input type="checkbox"/>	Baker/Cashier	<input type="checkbox"/>
Cashier	<input type="checkbox"/>	Dishwasher	<input type="checkbox"/>	Server	<input type="checkbox"/>	Cashier/Bookkeeper	<input type="checkbox"/>

Education and Training

High School Yrs. Completed	<input type="text"/>	High School Diploma or Degree	<input type="text"/>
Post-Secondary Yrs. Completed	<input type="text"/>	Post-Secondary Diploma/Degree	<input type="text"/>
Post-Secondary Grade Average	<input type="text"/>	Post-Secondary Subjects Studied	<input type="text"/>
Trade/Vocational Yrs. Completed	<input type="text"/>	Trade/Vocational Diploma/Degree	<input type="text"/>
Trade/Vocational Grade Average	<input type="text"/>	Trade/Vocational Subjects Studied	<input type="text"/>
Special Certifications/Licenses or Qualifications	<input type="text"/>		
List additional skills or training, knowledge, experience, or other relevant qualifications you consider applicable to obtaining the position desired	<input type="text"/>		
Do you type?	<input type="text"/>	If yes, words per minute	<input type="text"/>
Please list computer programs you are trained in	<input type="text"/>		
College or University Name	Major	Minor	Degree
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
File Folder No.	<input type="text"/>	Year License Expires	<input type="text"/>
If yes, please list what language(s), other than English, that you speak		Are you bi-lingual?	<input type="text"/>

Coaching/Extra-Curricular

Are you interested in any extra-curricular activities (i.e., coaching)?		
If yes, briefly list your past extra-curricular or coaching experience		
Briefly list which extra-curricular activities or coaching activities you would be interested in		

Employment History

Employer Name	1.	2.	3.
Employer Address			
Employer Phone			
Supervisor Name			
Supervisor E-mail			
Date of Employment			
Position			
Description of Duties			
Why did you leave your last job?			

Veteran Status

Are you a veteran? (yes or no)	
Are you a disabled veteran? (yes or no) If yes, please attach a copy of Form DD214.	

References

Name	1.	2.	3.
Address City, State, Zip			
Phone			
E-mail Address			
Years Acquainted			

Criminal Background Information

Have you ever been charged with a misdemeanor or a felony?	
If yes, explain the nature of the charge and the circumstances	
Were you convicted and/or did you plead guilty?	
If yes, give the date, city, state, and county where convicted	

The School District will conduct a criminal background check on individuals upon making a contingent job offer. No offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the School District, and approval by the School Board.

Certification, Acknowledgment and Release

I certify the answers I have given on this application are true and correct to the best of my knowledge. I understand any false or misleading information provided, and any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the Benson Public Schools ISD #777.

I understand, acknowledge, and agree that no offer of employment is valid or binding until formal approval by the School Board and until such approval the Benson Public Schools ISD #777 shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application, I hereby authorize any and all former employers and references named in this application or any agent of such a former employer, to release to Benson Public Schools ISD #777 and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that Benson Public Schools ISD #777 will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below. I hereby release Benson Public Schools ISD #777 and all former employers and references listed herein and any and all agents acting on behalf of said School District, former employers or references, for any and all liability of whatever nature by reason of requesting or providing such information.

I AGREE (yes or no)			
Signature		Date	

Attach additional resume or application letter and credentials.